Attendance & Enrollment

Pam Brewer

SCHOOL FUNDING

➢ **ENROLLMENT   DRIVES   ATTENDANCE**

➢ **ATTENDANCE   DRIVES   UNITS**

➢ **UNITS   DRIVE   FUNDING**

- Salary Benefit Apportionment
  - Midterm Reporting Period
  - 85-90% of State funding
  - February 15th true up previous payments
  - Earlier payments based on previous year or projection
- Discretionary / Operational Funding
  - Paid On July 15th / Best 28 Weeks Units

Good sticky for your computer… ☺

Good to remember when having conversations that will affect funding.

Accurate Reporting
(I.C. 33-1002)

➢ CALENDARS
  ✓ Setting the Calendar
    ▪ Check for low days of attendance based on history
  ✓ Calendar Types
    ▪ Students must be setup correctly
      • K, R, A, DR, SA, SR
  ✓ Grade Grouping
    ▪ Each grade grouping should attend the same days
      • Kindergarten, Elem 1-6, Secondary 7-12 & Alt
  ✓ Attendance
    ▪ Record accurately
    ▪ Verify the data after ISEE uploads

Calendar Setting - Rule of thumb No day of attendance is better than Bad day of attendance. Calendars are the foundation to build calendar types, grade groupings and attendance.

Calendar Types - Double check when setting up the new year, when rolling over students from one grade to another - Did their calendar type change? The biggest one to look for here would be kindergarten students rolling into 1st grade. Often you must manually change this from Kindergarten calendar type to Regular calendar type.

Grade Grouping - Please remember that grade groupings play a very big part in the support unit calculation. Please try to keep 6th graders on the same calendar with elem 1-5 and the 7th & 8th graders on the same calendars with secondary 9th-12th.

Attendance - Have a procedure in place to make sure someone is double checking and verifying attendance daily, weekly and after each ISEE upload. Comparing the ISEE data against the student management data.

Calendar Types

- K   - Kindergarten   (SDE funds only .5 day)
- R   - Grades 1 – 12
  - Including Juvenile Detention Centers
- A   - Alternative School grades 6-12 (hours)
- DR - Private & Home Schooled (hours)
- SA - Summer Alternative grades 6-12 (hours)
- SR - Summer Juvenile Detention Centers

New law to include 6th grade as part of Alternative Schools will be effective for Summer School July 2016 FY 16-17

Extremely Important – DO NOT change calendars after attendance has been reported.

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Make sure that each grade level is following the correct Calendar Type

Possible Issues -
Rolling Kindergarten into 1st grade – Make sure the correct calendar type is setup or it is possible they will still be counted as kindergarten.

Changing calendars results in ADA calculation errors

- ## Calendars are the control record driving your unit calculations that drives your funding.

- Calendars & Attendance must be accurate to maximize your funding

Grade Groupings
(I.C. 33-1002)

- KG - Kindergarten
- Grades 1-6 - Elementary
- Grade 7-12 - Secondary
  ➢ Including Juvenile Detention Centers
- Grades 6-12 – Alternative School
- Grades 6-12 - Summer Alternative
  ➢ Including Summer Juvenile Detention Centers

Grade Grouping must follow the same Calendar
- *Same start & end dates*
- *Same attendance dates*

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To maximize funding – grade groupings must have the same start & end dates & attendance dates

Cannot stress enough how important the calendar is by grade grouping.
These issues adversely affect your funding!!
Biggest issues is all grades within a grade grouping do not follow the same calendar.
    Kindergarten – Calendars with different start & end dates / different attendance dates
    1-6 Grouping – 6th grade following Secondary 7-12 grade grouping calendar
    7-12 Grouping – 7th & 8th grade following Elementary 1-6 grade grouping calendar

Beginning this year for summer alt and alternative school, you can include 6th grade.
So instead of secondary alternative school, it will be referred to as Alternative School.

Kindergarten Calendar

Kindergarten Schedule Numbering System	
1) AM only - every day	4) M,W, every other F (2 sessions/day)
2) PM only - every day	5) T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	6) AM & PM (full day) - every day **7 & above**) all other schedules

Use the code that reflects how the kindergarten calendar is setup.
A separate calendar must be assigned in ISEE for each schedule within a building.
Do **not** combine students who are attending different schedules on one calendar.
It is important to set up all calendars to match attendance schedules.
- .5 day attendance .5 day calendar
- 1.0 day attendance 1.0 day calendar

CAUTION: to maximize funding attendance days per calendar must be the same for each grade grouping. K / 1-6 / 7-12

One of the biggest reasons funding is not maximized. Many of these calendars are setup and they do not have the same attendance schedule. Different start dates, end dates & attendance dates. Kindergarten is it's own grade grouping for the entire district. When the days of attendance are not the same for all calendars throughout the district/charter, the aggregate attendance is brought down by those students that did not attend class during those days others did attend.

Accurate Reporting
(I.C. 33-1002)

➢ <u>Student Demographics</u>

✓ Entry & Exit Dates
- First day of attendance
- Last day of attendance

✓ Check Grade Level

✓ Check Building Number Attached to Student

✓ PH=Y - Only Attached to Private & Home School Students

Calendar Setting

A "Day of No" attendance is better than a "Bad Day" of attendance.

Keep track of which days/weeks historically are lower in attendance and plan your school calendar accordingly

Midterm Reporting Period: Attendance from the 1st day of school through and including the 1st Friday in November. Midterm Reporting Period units drive salary and benefit apportionment.

End of Year: The Best 28 Weeks of attendance and it drives the discretionary/operational funding.

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Midterm reporting period – the most VITAL weeks of attendance – 1st day of school through and including the 1st Friday of November . Look at those days/weeks during fair, opening day of hunting season, Halloween, harvest season.

Anything that is happening in the community or surrounding area that will ultimately take those students out of the classroom. No day of attendance is better than bad of attendance.

Midterm reporting period is the majority of your foundation funding / Critical to have accurate calendars & attendance

CALENDARS
Critical to Accurate Funding

2 Types of Calendars reported to the SDE
- Instructional – hours of classroom instruction reported to Julie Oberle
  - Kindergarten
  - Grades 1-3
  - Grades 4-8
  - Grades 9-12
- ISEE – student attendance **DRIVES FUNDING**
  - Kindergarten
  - Elementary 1-6
  - Secondary 7-12
  - Maintained in student management system and reported through your ISEE upload.

ISEE Calendars Build a Solid Foundation
- Enrollment drives Attendance
- Attendance drives Support Units
- Support Units drive your funding

Make sure that your Instructional calendars work around your ISEE student calendars

For funding purposes it is critical to keep the grade groupings together as shown above for ISEE calendar used for student attendance. You do this, you maximize your funding.

CALENDARS CONTINUED

Kindergarten ISEE Calendars

- Must choose either Instructional or Non-Instructional

  - Calendar schedule drives FUNDING

    ➢ .5 day schedule = .5 day attendance

    ➢ 1.0 day Schedule = 1.0 day attendance

To maximize funding it is recommended when setting different schedules use the same attendance dates.

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If you have different attendance days for kindergarten, this is going to adversely affect your funding. To maximize your funding please make sure that start date, end date and all attendance days are the same. Your calendars may be setup 1.0 full day or .5 half day but attendance days must be the same.

CALENDARS CONTINUED

Grades 1-12 ISEE Regular & Alternative Calendars

- Must choose either Instructional or Non-Instructional

  - 5 day school week Districts / Charters
    - Each week must total 5 days
    Example: 4 days instructional / 1 day Non-instructional

  - 4 day school week Districts / Charters
    - Each week must total 4 days
    Example: 3 days Instructional / 1 day Non-instructional

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Just a reminder We are no longer using vacation time & staff development time. It will be either Instruction or Non-instructional

Aggregate Attendance & ADA

Aggregate Attendance is the total of students physically present that week.

- Attendance will be aggregated by the week and reporting period.

ADA - the aggregate number of days students are **present**, divided by the number of days of school..." I.C. 33-1001

Note: No student shall generate more than one (1.0) ADA.

Aggregate Attendance & ADA

Idaho State Department of Education

Attendance/Enrollment System
Regular Attendance Information By Building

School Year: 2015 - 2016
Period(s): 1
458   Example CHARTER
0587

Secondary

Week Number	Monday Date	Days In Session	Emerg Closure Days	Vacation Days	Aggregate Attendance	ADA	Adjusted Aggregate Attendance
7	8/10/2015	5.0	0.0	0.0	1,002.0	200.40	1,002.00
8	8/17/2015	5.0	0.0	0.0	1,021.0	204.20	1,021.00
9	8/24/2015	5.0	0.0	0.0	1,014.0	202.80	1,014.00
10	8/31/2015	5.0	0.0	0.0	1,001.5	200.30	1,001.50
11	9/7/2015	4.0	0.0	0.0	809.0	202.25	809.00
12	9/14/2015	5.0	0.0	0.0	1,004.5	200.90	1,004.50
13	9/21/2015	5.0	0.0	0.0	1,003.0	200.60	1,003.00
14	9/28/2015	3.0	0.0	0.0	611.0	203.67	611.00
17	10/19/2015	5.0	0.0	0.0	1,007.0	201.40	1,007.00
18	10/26/2015	5.0	0.0	0.0	991.0	198.20	991.00
19	11/2/2015	5.0	0.0	0.0	1,014.0	202.80	1,014.00
Total		52.0	0.0	0.0	10,478.0	201.50	10,478.00

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

The days in session will come from the calendar for the grade grouping within the school for either Midterm or Best 28 Weeks for funding
Aggregate Attendance will come from the aggregate attendance report

Aggregate Attendance divided by the # Days in Session = ADA Average Daily Attendance

You can follow through these reports and verify the data. The Aggregate Attendance report feeds the Building Level report that feeds the Support Unit Calculation rpt. The Support Unit Calculation report is used to determine the units. The units are used to fund the Salary & Benefit Apportionment and is approx 90% of your state funding. The units are also used to fund the Best 28 Weeks and this is paid on July 15th.

Calendars & Track Schools

Effective Date: 5/9/2016   Idaho State Department of Education

Page: 1   Attendance/Enrollment System
                                                      District Wide Regular Attendance Information

School Year: 2015 - 2016
Period(s): 1

Kindergarten

Week Number	Monday Date	Days In Session	Emerg Closure Days	Aggregate Attendance	ADA
9	8/24/2015	2.54	0.00	1,556.00	612.66
10	8/31/2015	2.45	0.00	1,510.00	615.17
11	9/7/2015	2.00	0.00	1,221.00	610.50
12	9/14/2015	3.00	0.00	1,844.00	613.77
13	9/21/2015	2.60	0.00	1,599.00	615.00
14	9/28/2015	2.63	0.00	1,610.50	611.75
15	10/5/2015	3.37	0.00	2,075.00	616.23
16	10/12/2015	3.30	0.00	2,022.00	612.30
17	10/19/2015	3.35	0.00	2,032.00	606.57
18	10/26/2015	2.70	0.00	1,640.00	608.50
19	11/2/2015	2.00	0.00	839.00	419.50
Totals:		29.94	0.00	17,948.50	599.48

These next couple of slides is to demonstrate the importance of calendars and when to request track schools to be setup.

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Calendars & Track Schools

Current Year Support Unit Calculation

School Year: 2015 - 2016
Report Type: Midterm Reporting

	Days/Sessions Midterm	Aggregate Attendance	A.D.A	Special Education	Adjusted A.D.A	Unit Divisor	Support Units
Track 2292348630	34.00	1,543.00	45.38		/	40.0 =	
Track 2302358730	25.00	1,072.50	42.90		/	40.0 =	
Track 2312368830	23.00	673.00	29.26		/	40.0 =	
Track 2322378630	34.00	486.00	14.29		/	40.0 =	
Track 2332388730	25.00	1,207.50	48.30		/	40.0 =	
Track 2342398830	23.00	969.00	42.13		/	40.0 =	
Track 2372428830	23.00	853.00	37.09		/	40.0 =	
Track 2382438730	25.00	892.00	35.68		/	40.0 =	
Track 2392448630	34.00	1,206.00	35.47		/	40.0 =	
Track 2432488830	23.00	709.00	30.83		/	40.0 =	
Track 2442498730	25.00	1,073.00	42.92		/	40.0 =	
Track 2482538830	23.00	994.00	43.22		/	40.0 =	
Track 2492548730	25.00	1,325.00	53.00		/	40.0 =	
Track 2502558630	34.00	979.00	28.79		/	40.0 =	
Track 2582638830	23.00	828.00	36.00		/	40.0 =	
Track 2592648730	25.00	894.50	35.78		/	40.0 =	
Track 2602658630	29.00	1,202.00	41.45		/	40.0 =	
Track 2622678630	34.00	1,042.00	30.65		/	40.0 =	
Kindergarten			673.14		673.14 /	40.0 =	16.83

District Wide Bldg Level Rpt
599.48 / 40 = 14.99

Difference 1.84 Units

When setting this district up as a track school, they increased their units by 1.84. Using the State Wide Average per Unit equivalent of $90,676.   90,676 X 1.84 = 166,844.

Now it goes both ways, not usually this drastic, but it's possible to be either over paid or under paid.

To maximize funding – grade groupings must have the same start & end dates & attendance dates

Cannot stress enough how important the calendar is by grade grouping.
These issues adversely affect your funding!!
Biggest issues is all grades within a grade grouping do not follow the same calendar.
    Kindergarten – Calendars with different start & end dates / different attendance dates
    1-6 Grouping – 6th grade following Secondary 7-12 grade grouping calendar
    7-12 Grouping – 7th & 8th grade following Elementary 1-6 grade grouping calendar

Exceptional Child Calculation

Effective Date: 7/27/2016   Idaho State Department of Education
Page: 1   Attendance/Enrollment System
                                              Exceptional Child Unit Approvals

School Year: 2015 - 2016
Provider: 458

ELEMENTARY	Fall Membership	% of Total
1. Adjusted fall K-3 enrollment	112.00	53.08%
2. Adjusted fall 4-6 enrollment	99.00	46.92%
(Do not include JDC or Border students)		
3. minus exceptional tuition equivalent students	0.00	
4. (line 1 + line 3) minus line 3	211.00	
5. line 4 x 6.0%	12.66	
6. line 3 plus line 5 = approved number of ELEM students	12.66	
53.08% x 12.66 = ELEM 1-3 portion	6.72	
46.92% x 12.66 = ELEM 4-6 portion	5.94	

SECONDARY	Fall Membership	% of Total
7. Adjusted fall 7-12 enrollment	207.00	
(Do not include AHS, JDC or Border Students)		
8. minus exceptional tuition equivalent students	0.00	
9. line 7 minus line 8	207.00	
10. line 9 x 5.5%	11.39	
11. line 8 plus line 10 = approved number of SECND students	11.39	

PUBLIC SCHOOL SUPPORT UNIT (33-1002)
CALCULATION TABLES

Support unit Calculation Table

$$\frac{ADA}{Divisor} = Units$$

COMPUTATION OF KINDERGARTEN SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Units Allowed
41 or more ...	40	1 or more as computed
31 - 40.99 ADA	-	1
26 - 30.99 ADA	-	0.85
21 - 25.99 ADA	-	0.75
16 - 20.99 ADA	-	0.6
8 - 15.99 ADA.	-	0.5
1 - 7.99 ADA..	-	count as elementary

COMPUTATION OF ELEMENTARY SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
300 or more ADA		15
	23... grades 4,5 & 6....	
	20... grades 1,2 & 3....	
160 to 299.99 ADA.	20	8.4
110 to 159.99 ADA.	19	6.8
71.1 to 109.99 ADA	16	4.7
51.7 to 71.0 ADA.	15..	4
33.6 to 51.6 ADA..	13..	2.8
16.6 to 33.5 ADA.	12..	1.4
1.0 to 16.5 ADA...	n/a...	1

COMPUTATION OF SECONDARY SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
750 or more.....	18.5.........	47
400 - 749.99 ADA	16.............	28
300 - 399.99 ADA	14.5...........	22
200 - 299.99 ADA	13.5...........	17
100 - 199.99 ADA	12.............	9
99.99 or fewer .... Units allowed as follows:		
Grades 7-12		8
Grades 9-12		6
Grades 7-9		1 per 14 ADA
Grades 7-8		1 per 16 ADA

COMPUTATION OF EXCEPTIONAL EDUCATION SUPPORT UNITS

Average Daily Attendance	Attendance Divisor	Units Allowed
14 or more	14.5	1 or more as computed
12 -13.99	....	1
8 - 11.99.	....	0.75
4 - 7.99 .	....	0.5
1 - 3.99 .	....	0.25

COMPUTATION OF ALTERNATIVE SCHOOL SUPPORT UNITS

Pupils in Attendance	Attendance Divisor	Minimum Units Allowed
12 or more	.... 12	1 or more as computed

The Support Unit Calculation Table

Try to be involved in the calendar process each year. Your input is VITAL to maximize funding

Accurate Calendars (calendar setup, calendar types & grade groupings) + Accurate Attendance = ADA / Divisor = Units   all of this work will - Maximize your funding

MAXIMIZED UNIT = MAXIMIZED FUNDING

- Set your Calendars
  - Identify your Days of attendance
  - Calendar Types – K / R / A / DR / SA / SR
  - Grade Group - K / 1-6 / 7-12

- Each grade grouping is district wide & should have the same start and end dates and attendance dates.

Example: having one first grade school not attending the same days as the other first grade schools, negatively impacts your aggregate attendance, ADA, units, and ultimately funding.

- Accurate attendance = correct entry & exit dates
  - First day of attendance
  - Last day of attendance

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Important to maximize unit funding to maintain the same calendars for grade groupings.

This is one of the most common issues found / but remember you can't change your calendars after they have been established.

Many issues with an entry date of a new student prior to 1st day of attendance – entry date should be 1st day of attendance. The same issue with exit dates – exit date should be the last day of attendance for those students who have left your school or district.

Attendance Grades K-12
Regular Calendar

ONLY 3 SETTINGS IN A DAY

1 Day = 4 or more hours
.5 Day = 2.5 to 3.99 hours
No Attendance = Less than 2.5 Hours

A school day may be counted as a "day in session" when the school is open and students are present and under the guidance and direction of teachers in the teaching process.
(IDAPA 08.02.01)

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Please double check those students who are tardy, are not be marked as absent. This reduces your attendance and will result in lower funding. Lower attendance / lower ada / lower unit / lower funding.

Make sure Part-Time students are counted in attendance. Anything 2.5 hours or more

RECORDING ATTENDANCE

Recording Attendance at the Building Level = Uniform reporting (I.C. 33-120)

The state superintendent of public instruction shall prescribe forms and format for uniform accounting for financial and statistical reports and performance measurements to provide consistent and uniform reporting by school districts.

SDE Recommends; that attendance records should be maintained and kept on file at each school building. Each Classroom Teacher should be recording Elementary attendance twice daily (a.m. and p.m.) and Secondary attendance should be recorded for each class period throughout the day.

SDE Recommends; that attendance should be reviewed daily and audited weekly by building personnel to insure proper attendance reporting to the State Department of Education.

It is recommended to implement a good attendance policy in the district
Please establish a person to verify your calendars at the start of the year, prior to the first ISEE upload
Also have someone established who will verify your attendance weekly
Most of the issues we see would be caught if the data is checked weekly and verified after the ISEE upload.

Other Required Reporting

1. Homebound Students
2. Dual Enrolled – Publicly enrolled
3. Dual Enrolled – Private/Home School enrolled
4. How to Identify Dual Enrolled Students
5. Detention Center Attendance
6. Graduates
7. Emergency Closures

Homebound Students

- (I.C. 33-1003A) A homebound student is any student who would normally and regularly attend school, but due to illness or accident that necessitates an absence from school for more than ten (10) consecutive school days, the school district may include homebound students in its total attendance, provided that academic instruction has been given by appropriate certified professional staff employed by the district.
  - Typically medical reasons and or doctor driven

Note: Beginning on the eleventh (11) homebound day and thereafter, the student may be included in the total aggregate attendance.

  - Books and assignments are sent home and you will keep reporting them in full attendance until they are released by the doctor to return to school.

Cancer, pregnancy, severe car accident, any excused absent medically related would be covered

Public Dual Enrolled Students

- A Public dual enrolled student is any student attending more than one traditional public school, charter or virtual school.
  - It is up to the two public schools to work out how the ADA will be divided and or to set up tuition agreements.
    - Note: You must use a Regular Calendar and report time in .5 and 1.0 following the rules of daily attendance reported using 2.5 hours and up to 3.9 hours = .5 and 4.0 hours and greater = 1.0 day of attendance.
  - It is important to exit your students their last day of attendance.
  - Please be careful when identifying students when they are dual enrolled in another district , charter or virtual charter and not identify them as a homeschool or private school student.
    - Note: Check when enrolling students when they say they are homeschooled / often they are enrolled in a virtual charter.
    - Regular calendar / PH=N

Note: No student shall generate more than one (1.0) ADA.

  - ISEE reports: Allocated Enrollment and Greater than 1 ADA report allow each district to identify these students by EDUID assignments, Enrollment and Attendance. Please run these reports prior to the submission period deadlines, and correct any mis-identification.

Homeschool/Private or Non-Public Dual Enrolled

- Those non-public students who are not educated in a public school, but attend classes at a public school are also considered dual enrolled students.
- A dual enrolled non-public student must attend at least two and one half (2.5) hours per week to be included in the school's weekly aggregate attendance.

Use a DR Calendar and report the students attendance in hours + assign an appropriate Grade Level and identify them as phSchool = yes

Important: *Grade level has to be assigned for attendance to be reported.*
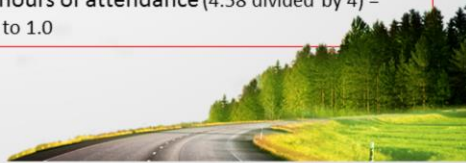
Example

Sally, a home instructed student, enrolls in music class that is held for 55 minutes, 5 days a week and she attends class all week:
Total minutes of attendance (55 minutes x 5 days) = 275
Total hours of attendance (275 divided by 60) = 4.58
Aggregate hours of attendance (4.58 divided by 4) = 1.15 rounds to 1.0

Use DR Calendar for homeschoolers and private school students only

Homeschool/Private School Students

Regular Home School/Private School Students:
- Grade Level = Assign a grade level to the student
- phSchool = Y
- Report Attendance

Home School/Private School Students taking IDLA Classes:
- Grade Level = Assign a grade level to the student
- phSchool = Y
- Report Attendance

Home School/Private School Special Ed Services only Students:
- Grade Level = NG   (*formerly* known as Grade level PH)
- phSchool = Y
- SpecialEd = Y
- Do not report attendance

Identify
Dual Enrolled Students

- Two reports that can help you identify dual enrolled students:
  - Allocated Enrollment Report
    - Report identifies by EDUID the student, number of courses, and instructional time in each district/charter
    - Duplicate enrollment affects Special Education Funding

  - Greater than 1 ADA
    - From the attendance records, this report identifies by EDUID the student, the reported attendance and calendar days
    - Affects your ADA and units

  - Districts & Charters should work together on tuition agreements & claiming ADA

Identify Dual Enrolled Students
Allocated Enrollment Report

Idaho State Department of Education

Basic Education Attend Enroll System
                     Allocated Enrollment Report

School Year: 2014 - 2015
Provider: 025 POCATELLO DISTRICT

District ID	District	School Number	School Name	Edu Id	Name	Grade	Time This School	Total Time	Allocated Enroll Time	class count	Total Classes	Allocated Enroll Class
025	POCATELLO DISTRICT	0956	CENTURY HIGH SCHOOL	███		11	375	1875	0.2	1	6	0.17
452	IDAHO VIRTUAL ACADEMY	0869	IDAHO VIRTUAL ACADEMY	███		11	1500	1875	0.8	5	6	0.83
055	BLACKFOOT DISTRICT	0388	IT STODDARD ELEMENTARY SCH	███		2	2214	2714	0.82	8	10	0.8
025	POCATELLO DISTRICT	0368	LEWIS & CLARK ELEMENTARY SC	███		2	500	2714	0.18	2	10	0.2
025	POCATELLO DISTRICT	0956	CENTURY HIGH SCHOOL	███		11	1125	2025	0.56	3	6	0.5
452	IDAHO VIRTUAL ACADEMY	0869	IDAHO VIRTUAL ACADEMY	███		11	900	2025	0.44	3	6	0.5
201	PRESTON JOINT DISTRICT	0096	PRESTON HIGH SCHOOL	███		10	1652	3068	0.54	7	13	0.54
751	SOUTHEAST IDAHO PROFI	1349	SOUTHEAST IDAHO PROFESSION	███		10	1416	3068	0.46	6	13	0.46
021	MARSH VALLEY JOINT DIS	0350	DOWNEY ELEMENTARY SCHOOL	███		3	1560	2060	0.76	6	8	0.75
025	POCATELLO DISTRICT	0365	JEFFERSON ELEMENTARY SCHO	███		3	500	2060	0.24	2	8	0.25

Identify Dual Enrolled Students
Greater than 1 ADA

Idaho State Department of Education

5/6/2016 1:42:39 PM

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Basic Education Attend Enroll System
Greater Than One ADA Report

School Year: 2014 - 2015

Provider: 025 POCATELLO DISTRICT

district Id	District Name	school Id	School Name	Edu Id	Name	Grade Name	Week Begin Date	Calendar Type	Instruction Days	Reported Attend Days	Adjusted Days	Reported Student ADA	Adjusted ADA
025	POCATELLO DISTRICT	0956	CENTURY HIGH SCHOOL	1		Eleventh Grade	11/10/2014	DR Calendar	4	1.50	1.00	0.31	0.24
452	IDAHO VIRTUAL ACAD	0869	IDAHO VIRTUAL ACADEM	1		Eleventh Grade	11/10/2014	Regular School	5	5.00	5.00	1.00	1.00
025	POCATELLO DISTRICT	1141	NEW HORIZONS HIGH SC	2		Tenth Grade	11/10/2014	Alt High School	4	1.50	1.00	0.23	0.18
469	IDAHO CONNECTS ON	1221	IDAHO CONNECTS ONLIN	2		Eleventh Grade	11/10/2014	Regular School	5	5.00	4.00	1.00	0.82
025	POCATELLO DISTRICT	1141	NEW HORIZONS HIGH SC	2		Tenth Grade	11/17/2014	Alt High School	5	5.00	3.00	0.94	0.61
469	IDAHO CONNECTS ON	1221	IDAHO CONNECTS ONLIN	2		Eleventh Grade	11/17/2014	Regular School	5	3.00	2.00	0.60	0.39
021	MARSH VALLEY JOINT	0351	INKOM ELEMENTARY SC	3		Sixth Grade	11/10/2014	Regular School	4	4.00	3.00	1.00	0.80
025	POCATELLO DISTRICT	0022	IRVING MIDDLE SCHOOL	3		Sixth Grade	11/10/2014	Regular School	4	1.00	1.00	0.25	0.20
021	MARSH VALLEY JOINT	0351	INKOM ELEMENTARY SC	3		Sixth Grade	11/17/2014	Regular School	4	4.00	2.00	1.00	0.50
025	POCATELLO DISTRICT	0022	IRVING MIDDLE SCHOOL	3		Sixth Grade	11/17/2014	Regular School	5	5.00	3.00	1.00	0.50
025	POCATELLO DISTRICT	0022	IRVING MIDDLE SCHOOL	4		Eighth Grade	8/25/2014	Regular School	4	4.00	2.50	1.00	0.57
351	ONEIDA COUNTY DIST	0618	MALAD MIDDLE SCHOOL	4		Eighth Grade	8/25/2014	Regular School	4	3.00	1.50	0.75	0.43
025	POCATELLO DISTRICT	0022	IRVING MIDDLE SCHOOL	4		Eighth Grade	9/1/2014	Regular School	4	2.00	1.50	0.50	0.33
351	ONEIDA COUNTY DIST	0618	MALAD MIDDLE SCHOOL	4		Eighth Grade	9/1/2014	Regular School	4	4.00	2.50	1.00	0.67
025	POCATELLO DISTRICT	1141	NEW HORIZONS HIGH SC	5		Eleventh Grade	11/10/2014	Alt High School	4	1.50	1.00	0.23	0.20
025	POCATELLO DISTRICT	9034	POCATELLO JUVENILE DI	5		Eleventh Grade	11/10/2014	Regular School	5	4.00	4.00	0.80	0.80

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Public Dual Enrolled   VS
Homeschool / Private Dual Enrolled

➢ Ask Questions & Verify

- o Are they attending another district, charter or virtual charter
- o Is their school work On-Line (virtual charter is not home schooled)

➢ Claiming ADA

- o Public Dual Enrolled – Minimum 2.5 hrs per *day*
- o Non-Public Enrolled – Minimum 2.5 hrs per *week*

➢ District/Charter Policy & Procedure

- o Guidance
  - • Tuition agreements

Detention Center Attendance

- The approved Juvenile Detention Center will report attendance on these students, as the students are under the instruction and guidance of a certificated instructor at the Juvenile Detention center
  - While the student is in the Detention Facility and not present in school, you will **NOT** record attendance at the district or charter school while they are at the Detention Facility.

  - *Students detected for double attendance will be reduced to 0 and the benefit will go to the Detention Facility*

The 12 district's who report the attendance throughout the state for these detention centers will report the attendance on behalf of the Juvenile Detention center using building 915 for regular and 920 for summer. Use a regular calendar and report in days of attendance.

Districts will not report attendance on students who are in detention facilities.

Attendance Problems & Solutions

- Detention Centers & School Districts reporting attendance on the same day
  - Benefit goes to the Detention Center
    - *Automatically adjusted when detected*
  - Will be list on the Greater than 1 ADA report
- Entry and Exit date problems & attendance
  - Make sure your student is properly enrolled and present, and or exited and marked absent
    - Benefit is aggregated and split by each district or charter when dual enrolled.
      - *Automatically adjusted when detected*

Early Graduates

- Continue to report Attendance on four year students who graduate early to get continued funding:
  - Students who graduate mid school year of their senior year (by December & have petitioned the board to graduate early)
  - Students on Mastery Advanced Placement Program (MAPP)
  - Dual Credit for Early Completers
  - 8 in 6 program participants

- Create attendance in the second semester based on their first semester's attendance (will not be perfect attendance). Use course code 86000 Early Graduate, any certified staff can be assigned using code 86000, not HQT. At end of year must have exit code 4A Regular Graduate
- Students that graduate before their Senior year

Not to be confused with end of the year early graduates, you will record their time as in attendance although they have already graduated through the remaining weeks of school.

Graduation and School Age

School Age (IC 33-201) The service of the public schools of this state are extended to any acceptable person of school age. "School age" is defined as including all persons resident of the state, between the ages of five (5) and twenty one (21).

- o As long as they have not received a regular diploma, a student is eligible to return and be funded by the state.
- o Special Ed students (IDAPA 08.02.03.109) a modified or differentiated diploma may not be used for students who are eligible for special education. If a special education student is not granted a regular diploma a student is entitled to receive a free appropriate public education through the semester in which they turn 21.

Fill out your emergency closure form and attached the board approved minutes and send in to Carol @ SDE
Weather related
Facility Issues (heating, plumbing, electrical, etc…)
Make sure your attendance is adjusted for these days

What is Not Considered an Emergency Closure

- The State Board of Education does not recognize a teacher strike or the withholding of service as sufficient cause to declare an emergency closure (IDAPA 08.02.01, 200).

- Funeral services

- State Tournaments

- Construction Delays

Maximize Your Funding

1. Establish accurate <u>Calendars</u> / Weeks with the highest attendance
2. Ensure that the <u>Calendar Type</u> is correct for each student
3. Integrate each <u>Grade Group</u> into the correct calendar
4. Maintain procedures to double check <u>Daily Attendance</u>
5. Record all student data & double check entry and exit dates
6. Run Allocated Enrollment & Greater than 1 ADA reports to catch dual enrolled students & establish tuition agreements
7. Send in submissions early / Do not procrastinate on making corrections
8. Have a designated person assigned to run attendance & enrollment Reports within 2-3 business days after transmission
9. Make sure to not miss a scheduled upload date
10. Ensure Midterm reporting period data is correct prior to December deadline

ISEE Submission Schedule for FY2016-2017

MIDTERM REPORTING PERIOD

1st day of school through the 1st Friday of November Submission

Attendance & Enrollment and Staffing

Including Summer School

	Collection Period (Data)	Submission Period	
Summer Alternative	05/23/2016 – 08/19/2016	08/05/2016 – 08/19/2016	Correction Deadline 12/09/16
October Submission	8/20/2016 – 9/30/2016	9/30/2016 – 10/17/2016	
November Submission	10/01/2016 – 11/04/2016	11/04/2016 – 11/18/2016	February 15th Payment

4TH REPORTING PERIOD

November – February Submission & Corrections

Attendance & Enrollment and Staffing

ATTENDANCE & ENROLLMENT CORRECTIONS: All corrections to Midterm reporting MUST be submitted by the deadline of 3/24/17

	Collection Period (Data)	Submission Period	
March Submission	11/05/2016 – 03/03/2017	03/03/2017 – 03/17/2017	Correction Deadline 3/24/17 May 15th Payment

FINAL REPORTING PERIOD

March – June Submissions

Attendance & Enrollment Final Submission 6/17/16

	Collection Period (Data)	Submission Period	
May Submission	03/04/2017 – 05/05/2017	05/05/2017 – 05/19/2017	Deadline 6/16/17
End of Year Submission	05/06/2017 – 06/16/2017	05/20/2017 – 06/16/2017	July 15th Payment

ATTENDANCE & ENROLLMENT CORRECTIONS: Any corrections to Midterm reporting period needed after 3/24/17 MUST be requested and approved prior to the 6/16/17 deadline.

REMEMBER - All corrections for Midterm Reporting period must be in by 3/24/17. Any corrections after 3/24/17 must be requested & approved prior to the 6/16/17 final submission date.

Have Questions?

We are your support!

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